

Elmbrook Schools 2020 Work Teams

Work Team	Focus Areas	Scope of Work	Team Lead
Back to School Planning and Visitor Management	Back to School Events in August - Picture Locker Days, PTO Events	How do we safely onboard students and families in August?	Frances Bridger & Bethany Harder
Back to School Planning and Visitor Management	New Student/Family Onboarding	Summer Tour Protocols	Jill Kokta, Amber Botsch
Back to School Planning and Visitor Management	Office Design & Visitor Management	Visitor Management, Use of Raptor, Office Signs and Cleaning Supplies	Julie Johnson & Michelle Schmitz
Co-Curriculars	Co-Curriculars - Activities	Practices/Meetings, Competitions, Travel, Space Use, Service/Volunteering Restrictions	Don Kurth and Ben Westphal
Co-Curriculars	Co-Curriculars - Athletics	Practices, Competitions, Fans, Travel, Space Use, Fees, Safety Protocols	Don Kurth and Ben Westphal
Co-Curriculars	Co-Curriculars - Fine Arts	Practices, Scheduled Events, Audience, Space Use, Fees, Safety Protocols	Don Kurth and Ben Westphal
Co-Curriculars	K-8 Offerings	Practices, Events, Space Use, Safety Protocols	Sarah Leatherman, Luke Sadowski
College and Career	Internships and Mentorships	Student Mobility, Safety Procedures	Amie Farley & Megan Rindal
College and Career	LAUNCH	Student & Staff Mobility, Virtual Tools, Screening Procedures, Cleaning Procedures	Bob Hall
Elementary	Elementary - Student/Staff Protocols	Training of staff and students on Safety Procedures and Expectations, Mobility Guidelines, Attendance Procedures, Substitute Process, and other School Operations Details	Justin Goffard & Martin Castro
Elementary	Elementary Schedule & Staffing	Develop three approaches to learning corresponding to CDC risk levels (Low Risk - Virtual, More Risk - Face to Face with Restrictions, High Risk - Face to Face with Less/No Restrictions) - to include staffing, scheduling	Dan Westfahl & Kristin Olson
Elementary	Elementary Specials	Approach to instruction, flexible options, in classroom or push-in to regular classroom, virtual options/approach	Kori Hartman
Elementary	Early Childhood, Preschool and Wrap-Around Care	Approach to Early Childhood Services, Preschool environment and wrap-around care protocols for all elementary schools	Christian Pleister & Lizzy Augustin
Facilities	Facilities - Classroom Cleaning Supplies and Protocols	Supplies, signage, protocols, training	Randy Johnston
Facilities	Facility - School Cleaning Protocols	Cleaning procedures, training of staff, staffing model to support procedures	Randy Johnston
Facilities	Facility Design	Infrastructure changes that could promote a cleaner and safer learning/work environment	Randy Johnston
Food Service	Food Service - Breakfast	Safe and efficient deployment of breakfast to growing FRL population.	Cheryl Peil
Food Service	Food Service - Lunch	Safe and efficient deployment of breakfast to growing FRL population.	Cheryl Peil
Health and Safety	Daily Screening Protocol	Screening and Reporting Expectations, Equipment and Supplies Needed, Procedures for Entering School, Isolation Room	Tanya Fredrich
High School	High School - Student/Staff Protocols	Training of staff and students on Safety Procedures and Expectations, Mobility Guidelines, Attendance Procedures, Substitute Process, and other School Operations Details	Darcie Fellmeth & Carolyn Hahn
High School	High School Schedule & Staffing	Develop three approaches to learning corresponding to CDC risk levels (Low Risk - Virtual, More Risk - Face to Face with Restrictions, High Risk - Face to Face with Less/No Restrictions) - to include staffing, scheduling	Andy Farley & Brett Gruetzmacher
Human Resources	Onboarding Staff		Chelsey Varga & Lisa Robinson
Human Resources	HR process and procedures	Approach to staff not wanting to return or requesting a modified schedule, substitute options, building subs, reduce traveling staff, handbook changes, FMLA, ADA response	Lisa Jennaro
Middle School	Middle - Student/Staff Protocols	Training of staff and students on Safety Procedures and Expectations, Mobility Guidelines, Attendance Procedures, Substitute Process, and other School Operations Details	Sarah Leatherman
Middle School	Middle School Schedule & Staffing	Develop three approaches to learning corresponding to CDC risk levels (Low Risk - Virtual, More Risk - Face to Face with Restrictions, High Risk - Face to Face with Less/No Restrictions) - to include staffing, scheduling	Matt Schroeder/Kelly Szeszterniak

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Operations	School Safety	Ensure school safety in all three models that adheres to district guidelines and procedures	Greg Habeck
Operations	COVID-19 Expenditures	Develop a process to identify and track all COVID-19 related expenditures, funding sources, and the accounting and reporting procedures required by local, state and federal authorities	Amy McBain
Student Services	Counseling Services	Supporting Students/Families, College/Course Planning; 1:1 Meetings	Amie Farley
Student Services	Fairview South/WCSEC	Family preferences, student and staff safety, virtual services, consistent technology tools. Medical Clearance. Itinerant staff entering multiple districts and buildings per day	Tanya Fredrich
Student Services	Social Emotional Learning and Supports	Universal, tier 2 and tier 3 supports do address trauma and grief in all three scenerios. Include supports to address on social isolation and high risk behaviors	Tanya Fredrich
Student Services	Special Education	FAPE and LRE, 6 mon from opening to review impact of closure on all students with IEPs	Jill McDonald
Student Services	Special Education/504 Service Delivery: Attendance/Medical Clearance, Speech, OT, PT	Documentation for service delivery, high quality virtual instruction (SPED, related services) for a range of learners,	Jill McDonald
Teaching and Learning	Virtual Learning Option	What is the approach? Who can do it? How is it supported? Attendance?	Emily Greiber & Lisa Rettler
Teaching and Learning	First Two Weeks of School	How will we ease students and staff back into school? Focus on SEL, Tech Skills? What do strong start conferences look like?	Emily Greiber & Lisa Rettler
Teaching and Learning	Music Instruction - K-12	Address all aspects of music rehearsal, performance, and instruction given health constraints and best practice recommendations	Terry Little
Teaching and Learning	Teaching & Learning - Assessment	Standardized assessments	Emily Greiber
Teaching and Learning	Teaching & Learning - Canvas/Lesson Design	Develop a protocol for Canvas use at secondary schools and accompanying resources/professional learning plan.	Lisa Rettler
Teaching and Learning	Teaching & Learning - Interventions	How do we deliver interventions and monitor progress in each environment? How do we implement our PST process with fidelity?	Jill McDonald
Teaching and Learning	Teaching and Learning - Supplies, Technology Tools and Resources	What tools and resources do staff need to be successful in each possible environment, including virtual	Dominic Bauer
Technology & Library Services	Library Services	Develop a service delivery model for each risk level that expands digital offerings while considering constraints for large learning spaces and student contact of materials and resources	Kay Benning
Technology & Library Services	Technology Device and Home Internet Access	Device distribution, swap, repair, K-1 strategy, home internet access, account support	Dan Scott
Transportation	Bus Transportation	Transport scenarios that consider capacity constraints, student/driver safety, cleaning protocols, schedules (regular routes & special ed routes) Contracts with vendors outside of bus company	Michelle Schmitz